

## Proof of U.S. Citizenship and Identity for Medicaid

Effective July 1, 2006, individuals who declare on a Medicaid application that they are United States citizens must provide proof of citizenship and identity. Individuals who are already enrolled in Medicaid must provide this documentation at the time of their next Medicaid renewal. Individuals who receive Social Security Disability Insurance benefits, current or former recipients of Supplemental Security Income (SSI), individuals who have Medicare, and children in foster care or who are receiving Title IV-E Adoption Assistance payments do not have to provide proof of citizenship or identity.

Some common documents that may be used to meet the citizenship and identity requirement are listed below. Representatives from your local department of social services can tell you what other documents may be acceptable. If you have difficulty obtaining one of the documents listed or have any questions, please discuss your situation with your eligibility worker. Whenever possible, we will allow additional time for you to obtain the necessary documentation.

The following documents are proof of both citizenship and identity; no additional documents are necessary to meet the Medicaid requirement to provide proof of citizenship and identity.

Document:	Shows proof of:	Issued by:	Fee	Contact information:
U.S. Passport (unexpired or expired)	Citizenship & Identity (if issued with limitation and expired, only shows proof of identity)	U.S. Department of State	Varies	(202) 647-4000 or <a href="http://www.state.gov">www.state.gov</a>
Certificate of Naturalization (N-550 or N-570)	Citizenship & Identity	U.S. Department of Homeland Security, Bureau of Citizenship and Immigration Services	Varies	1-800-375-5283 or <a href="http://www.uscis.gov">www.uscis.gov</a>
Certificate of Citizenship (N5-560 or N-561)—issued when a person was born outside U.S. to U.S. Citizen parent(s)	Citizenship & Identity	U.S. Department of Homeland Security, Bureau of Citizenship and Immigration Services	Varies	1-800-375-5283 or <a href="http://www.uscis.gov">www.uscis.gov</a>

The following documents may be used to prove citizenship only. You must also provide proof of identity.				
Document:	Shows proof of:	Issued by:	Fee	Contact information:
U.S. Public Birth Record (“Birth Certificate”) - must contain original embossed seal	Citizenship (Must also provide proof of identity)	The state, commonwealth, territory or local jurisdiction	Va. Birth Cert. \$12	For citizens born in Virginia: Department of Health, Division of Vital Records: (804) 662-6200 or <a href="http://www.vdh.virginia.gov">www.vdh.virginia.gov</a> (will also assist citizens born outside Virginia with finding contact information for their birth state)
Certification of Report of Birth (FS-240); Consular Report of Birth Abroad of a Citizen of the U.S.A. (FS-545), Certification of Birth Abroad (FS-545)	Citizenship (Must also provide proof of identity)	U.S. Department of State	Varies	(202) 647-4000 or <a href="http://www.state.gov">www.state.gov</a>
American Indian Card (I-872)	Citizenship (Must also provide proof of identity)	U.S. Department of Homeland Security, Bureau of Citizenship and Immigration Services	Contact agency	1-800-375-5283 or <a href="http://www.uscis.gov">www.uscis.gov</a>
Final adoption decree (or statement from state-approved adoption agency if adoption is not finalized) —must show child’s name and U.S. place of birth	Citizenship (Must also provide proof of identity)	the state in which the adoption was finalized	Possible copying fee	the court issuing the decree or the adoption agency that handled the adoption
Evidence of Civil Services Employment by the U.S. Government—must show employment by the U.S. government before June 1, 1976	Citizenship (Must also provide proof of identity)	U.S. Office of Personnel Management	Possible copying fee	1-888-767-6738 or <a href="http://www.opm.gov">www.opm.gov</a>
Official Military Record of Service—must show a U.S. place of birth	Citizenship (Must also provide proof of identity)	Department of Veteran’s Affairs	Possible copying fee	1-800-827-1000 or <a href="http://www.va.gov">www.va.gov</a>
Extract of hospital record on hospital letterhead (not a “birth certificate” issued by a hospital) —must have been established at the time of birth, created at least 5 years before initial application date for Medicaid, and indicate a U.S. place of birth	Citizenship (Must also provide proof of identity)	Hospital of birth	Possible copying fee	Hospital in which individual was born

Documenting citizenship only continued...				
Document:	Shows proof of:	Issued by:	Fee	Contact information:
Life or health or other Insurance Record—must have been created at least 5 years before the initial application date for Medicaid and show a U.S. place of birth	Citizenship (Must also provide proof of identity)	Insurance Company	Possible copying fee	Insurance company that issued the policy—contact information should be listed on the policy
A statement signed by the physician or midwife who was in attendance at the time of the birth—must have been created at least 5 years before the date of the initial Medicaid application and show a U.S. place of birth.	Citizenship (Must also provide proof of identity)	Physician or Midwife who delivered the individual	Possible copying fee	Physician or Midwife
Institutional admission papers from a nursing home or other institution or medical records—must have been created at least 5 years before the date of the initial Medicaid application and indicate a U.S. place of birth	Citizenship (Must also provide proof of identity)	Nursing home or other institution in which the individual resides or resided	Possible copying fee	Nursing home or other institution

The following documents may be used to prove identity only when you provide proof of citizenship.				
Document:	Shows proof of:	Issued by:	Fee	Contact information:
Certificate of Degree of Indian Blood; other U.S. American Indian/Alaska Native or Native American tribal document—must have a photograph of individual or other personal identifying information	Identity	U.S. Department of Interior, Bureau of Indian Affairs	Contact agency	(202) 208-3100 or <a href="http://www.doi.gov">www.doi.gov</a>
Driver's license issued by a state or territory—must have a photograph of individual or other personal identifying information	Identity	State or Territory	\$12 - \$28	In Virginia, Division of Motor Vehicles: 1-866-368-5463 or <a href="http://www.dmv.virginia.gov">www.dmv.virginia.gov</a>

Documenting identity only continued...				
Document:	Shows proof of:	Issued by:	Fee	Contact information:
School identification (ID) card with photograph of individual	Identity	School	Contact agency	School
U.S. Military card or draft record; military dependent's ID card		Department of Veteran's Affairs	Contact agency	1-800-827-1000 or <a href="http://www.va.gov">www.va.gov</a>
Identification card issued by federal, state, or local government with the same information included on driver's licenses	Identity	Va. Division of Motor Vehicles issues non-driver ID cards	Va. ID \$10	1-866-368-5463 or <a href="http://www.dmv.virginia.gov">www.dmv.virginia.gov</a>

Virginia Department of Social Services  
Medicaid Fact Sheet #44  
**BIRTH CERTIFICATES AND  
PROOF OF CITIZENSHIP FOR MEDICAID**

The following information is given as a guideline only. For your Medicaid eligibility to be determined, you must file an application with the local department of social services for the area in which you live.

In order to be eligible for Medicaid, a person must either be a citizen of the United States or meet certain immigration (alien) status requirements. Beginning July 1, 2006, anyone who has declared on a Medicaid application that he or she is a citizen, **except individuals receiving Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) payments, Medicare beneficiaries, children in foster care or children receiving Title IV-E Adoption Assistance Payments**, must provide documentation to verify his or her citizenship and identity. You only need to provide this information once. If you are already enrolled in Medicaid and this information is not already available in your case record, you will be asked to provide documentation of citizenship and identity at the time of your next Medicaid renewal.

Citizenship may be documented by submitting a **birth certificate** that displays the seal of the state that issued it. You must show or send your eligibility worker an original birth certificate, and the certificate will be returned. If you were born in **Virginia**, there are several ways you may obtain a birth certificate from the Virginia Department of Health (VDH), Office of Vital Records:

- **Walk-in** – You may obtain your birth certificate the same day. You will need to complete an application, pay the \$12.00 required fee, and show the processing clerk valid photo identification (ID). If you are obtaining the birth certificate for a child, you must present your ID. The VDH Office of Vital Records is located at the Shops at Willow Lawn, 1601 Willow Lawn Drive, Suite 275, Richmond, Virginia 23220.
- **By mail** – The turn around time for a mail request is approximately two (2) to four (4) weeks. You may mail the attached application, a copy of your identification, and a check or money order for \$12.00 for each birth certificate to VDH, Office of Vital Records and Health Statistics, P.O. Box 1000, Richmond, Virginia 23218-1000.
- **VitalChek Network** – This service allows you to obtain a birth certificate within two (2) to five (5) days through Federal Express. There is a charge of \$48.00, which includes the cost of the birth certificate and shipping. You may access the VitalChek Network from the VDH web site, [http://www.vdh.virginia.gov/Vital\\_Records/index.htm](http://www.vdh.virginia.gov/Vital_Records/index.htm) or by calling 1-877-572-6333 (toll-free).

For more information about obtaining a birth certificate from Virginia or **another state**, contact VDH Office of Vital Records at (804) 662-6200. For a list of vital records offices for other states, you may also visit the Centers for Disease Control web site at <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>. If you were born **outside** the U.S. but are a child of a U.S. parent(s), contact the U.S. Department of State at (202) 955-0307 for information about how to obtain a birth record.